

SELF SERVICE CENTER

PROCEDURES: HOW TO FILE YOUR ORDER TO MODIFY CUSTODY, PARENTING TIME (formerly known as "VISITATION") CHILD SUPPORT and OTHER COURT PAPERS

STEP 1 Make two (2) copies of the following documents:

- ◆ *"Order Modifying Custody, Parenting time and Child Support"*
- ◆ *"Parenting Plan"*
- ◆ *"Child Support Worksheet"*
- ◆ *"Order of Assignment and Current Employer Information Sheet"*
- ◆ *"Order Stopping Order of Assignment and Current Employer Information Sheet"*
(if applicable)
- ◆ *"Judgment Data Sheet"*

STEP 2 Make three (3) separate packets for the documents you copied:

Packet 1 should contain the following documents:

- ◆ **Original** *"Order Modifying Custody, Parenting time and Child Support"*
- ◆ **Original** *"Parenting Plan"*
- ◆ **Original** *"Child Support Worksheet"*
- ◆ **Original** *"Order of Assignment Order and Current Employer Information Sheet"*
- ◆ **Original** *"Order Stopping Order of Assignment and Current Employer Information Sheet"* (if applicable)
- ◆ **Original** *"Judgment Data Sheet"*

Packets 2 and 3 should each contain the following documents: (one for you and one for the other party)

- ◆ **Copy** of *"Order Modifying Custody, Parenting time and Child Support"*
- ◆ **Copy** of *"Parenting Plan"*
- ◆ **Copy** of *"Child Support Worksheet"*
- ◆ **Copy** of *"Order of Assignment Order and Current Employer Information Sheet"*
- ◆ **Copy** of *"Order Stopping Order of Assignment and Current Employer Information Sheet"* (if applicable)
- ◆ **Copy** of *"Judgment Data Sheet"*

If one of the parties is using the child support services of the Division of Child Enforcement (DCSE), you must send a copy of the proposed Order and attachments to the Attorney General assigned to the case.

STEP 3 Take the documents to your court hearing for the judge to review and sign if he or she approves them.